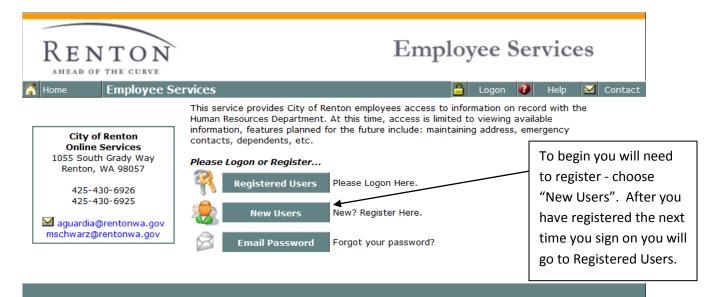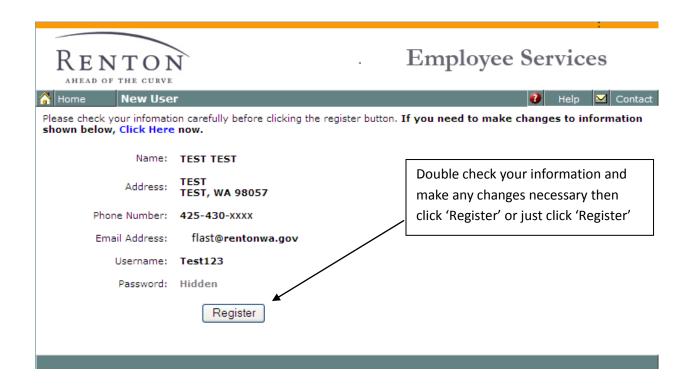# EMPLOYEE SERVICES Quick Reference Guide

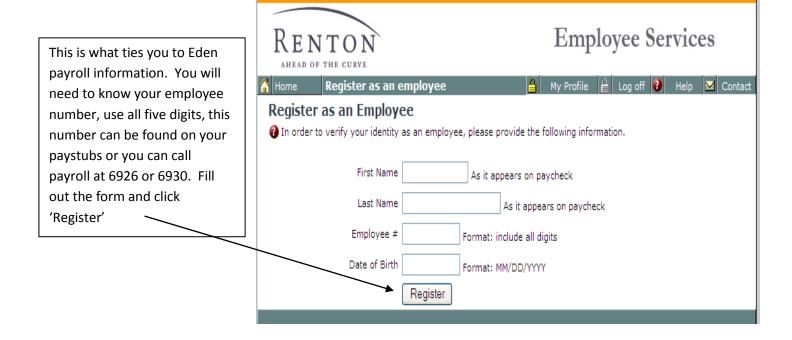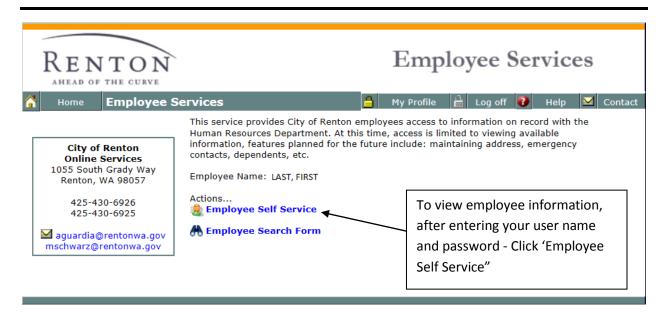GO TO: https://es.rentonwa.gov/EmployeeServices

or

Go to SharePoint for links to Employee Services

To begin you will need to register - choose "New Users". After you have registered the next time you sign on you will go to Registered Users.

Fill out the registration form, all fields with * are required. Use the City of Renton address, phone and e-mail not your personal home information. We would suggest using your network user ID and password.   Click 'Next Step'

Double check your information and make any changes necessary then click 'Register' or just click 'Register'

This is what ties you to Eden payroll information. You will need to know your employee number, use all five digits, this number can be found on your paystubs or you can call payroll at 6926 or 6930. Fill out the form and click 'Register'

To view employee information, after entering your user name and password - Click 'Employee Self Service"

The main page begins with job info, drop down the menu arrow to see all the selections.

EMPLOYEE SERVICES Quick Reference Guide

Personal Info displays your personal, contact and dependent information.

Paychecks displays your paycheck history. There is a drop down to toggle between years. You can see the actual check detail and print the check by clicking on the binoculars to the left of the date on the left hand side.

Tax withholding displays what payroll has on file from your most recent W4. How many allowances, extra dollars withheld, etc.

Tax info displays the last three years of W2 information. This is NOT an official tax document, and is provided only for your reference.

Direct Deposit has all your direct deposits shown, name of financial institution, end of account number, checking or savings amount or percent.
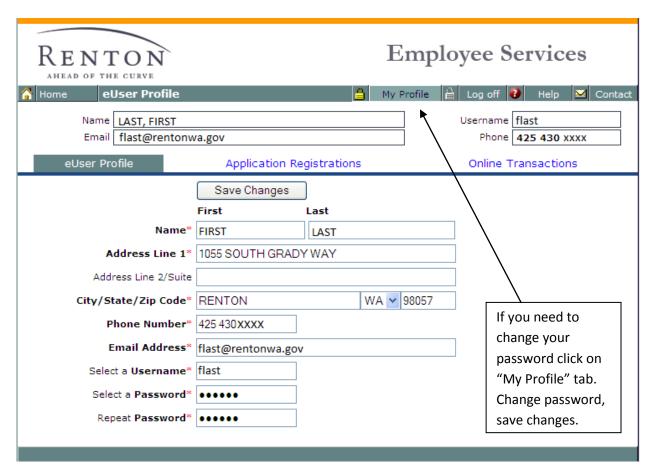
Benefits and Deductions displays all the benefits and deductions payroll has set up for you and some that are no longer active. You can use the drop down menu to change the displayed data for another year.

Leave Usage has either the last pay period information or year to date if you select a different year from the drop down the menu.

Evaluation does not display previous evaluations. Employees can find their recent evaluations in Halogen.

Job History shows the history and dates of different jobs you have held and the rate of pay for each change.

Password Change

If you need to change your password click on "My Profile" tab. Change password, save changes.

Please contact **Jen Becht x6926** for assistance with Employee Services